**Candidate 56667**

**City Personnel | (401)331-2311**



Human Resources Management professional who is self-motivated, metrics/results-driven and goal focused with an extensive knowledge in Employee Relations, Employee Engagement, Niche Talent Acquisition, Leadership Development, Organizational Development, Cultural Change, Diversity/Inclusion Leader, Labor Relations/Union Avoidance, Wage Administration and Benchmarking, Training/Employee Development, Performance Management, Payroll Administration, Development and Administration of Benefits, Building Rapport/Relationships, Creative Problem Resolutions, Safety/OSHA Requirements, Lean Manufacturing, ISO Internal Auditor, Development/Implementation of Health and Wellbeing Programs, up to date on Employment Laws, Communication/Motivational Leadership, Development/Implementation of Policies and Procedures, Detailed Research/Analysis, and Proficient with Microsoft Office Suite

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|  | **EXPERIENCE** |
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| Summit Medical Compassion Center, Warwick, RI | September 2020 – Dec 2022 |
| *Director of Human Resources* |  |

Achievements:

* Developed recruiting/hiring training and procedures eliminating the use of staffing agencies saving $40,000 per week Shortened hiring time from 3 months to 1 month by implementing onsite marketing of open positions, employee referral program, and training managers on interviewing techniques Used 30-, 60- and 90-day reviews for new hires
* Introduced an onboarding program for new hires; Used Exit Interview data to correct areas of concerns mentioned
* Created career paths for employees which assisted in succession planning
* Part of senior leadership assisting in the transition from Summit to GTI (Green Thumb Industries) when GTI bought

Summit in 2021.

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| HR Consulting/Recruiting - Contract | September 2018- September 2020 |
| Variety of Industries/Companies |  |
| Areas of Consulting: Niche Talent Acquisition, Leadership Development, Employee Engagement, Employee Relations, Project | |
| Management, Culture Change, Organizational Development |  |
| Abacus Health Products, Inc., Woonsocket, RI | November 2018 - March 2019 |
| *Director of Human Resources* | Position Eliminated |
| United Methodist Elder Care Communities – East Providence, RI | September 2017 – September 2018 |
| *Director of Human Resources* | Laid Off |

**ACHIEVEMENTS**:

* Closed 8 Union grievances between steps 1 and 2 within 3 months of starting.
* By revising job descriptions from 1998 a comprehensive wage analysis was conducted for the non-union and salary positions to create a competitive wage scale.
* Moved a 2-payroll system to one and gave the employees the ability to see their time clock punches and weekly paystub by downloading an application to their cell phones, eliminating paper paystubs. Also, eliminated the need for paychecks by having all employees go direct deposit.
* Open Enrollment was moved to an electronic version; expanded the employee benefits package by adding voluntary insurance.

Hathaway Manor Extended Care Facility – New Bedford, MA *Director of Human Resources*

May 2016 - August 2017

HR Consulting/Recruiting - Contract

Variety of Industries/Companies

January 2014- May 2016

Areas of Consulting: Niche Talent Acquisition, Leadership Development, Employee Engagement, Employee Relations, Project Management, Culture Change, Organizational Development

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| Boston Scientific Corporation, Coventry, RI | | June 2011 - January 2014 |
| *Human Resources Business Partner Principle Region* | | Position Eliminated |

**ACHIEVEMENTS**:

* Awarded the 2013 Bronze Achievement Award at Boston Scientific for Outstanding Leadership for recognizing that there was a problem with the online learning tools that employees were using in the Coventry facility. I started a Human Resources CAPA (Corrective and Preventive Action) which was known as the Learning Project. The first HR CAPA for the organization which started at the Coventry facility rolled into a Corporate Learning CAPA.
* Prevented union activity in a low morale facility; was instrumental as a cultural change agent.
* Lead the Coventry facility to win the Blue Cross Blue Shield and Chamber of Commerce’s annual award for company’s showing the best wellness program for their employees.

Time for You Studio, Warwick, RI March 2009 - Current

*Owner* – Holistic Business

Blackstone Valley Community Health Care, Pawtucket and Central Falls, RI June 2008 - June 2011

*Director of Human Resources*

**ACHIEVEMENTS**:

* In June 2008 there were 10 open union grievances at second and third steps all were closed within 2 months without mediations; only 5 other grievances were opened and closed at first or second steps through June 2011.
* Union Contract negotiations were completed within two weeks, the contract was ratified by the management section strongly.
* Cross-training was developed and implemented for certain positions which supported the doctors better and it changed morale because each location understood the other.

Coca-Cola Enterprises Inc., Needham, MA

*Market Unit Employee Relations Manager, RI, MA*, *CT* July 2003 - May 2008

**ACHIEVEMENTS**:

* Closed 22 active grievances between 2 facilities within 6 months without going to arbitration while balancing best interest of the Company and employee advocacy.
* Developed and implemented a union avoidance campaign for non-union sales facility which led to a vote of “no union”. HR Business Partner to 8 locations throughout RI, MA, and CT.



**EDUCATION**

* Stay current with employment law by attending seminars, webinars, and association meetings
* Certificate Program for Professional Human Resources Management, Roger Williams University
* American Red Cross Certification in First Aid and CPR and Instructor
* Advanced Labor Arbitration Advocacy
* Alcoa Fujikura, Ltd. Environmental, Health, and Safety Training



* Completed various training courses and seminars in employment and payroll laws from 1997 to present
* OSHA Requirement Certification, I.S.O. Internal Auditor Course, Outlook Certification
* Zenger-Miller Frontline Leadership Certification, Recruitmax Training

**TECHNICAL SKILLS/MEMBERSHIPS**

* Word, Excel, PowerPoint, Visio
* Payroll systems (ADP, Interpay, Kronos, CSC Paymaster, Paycor)
* HRIS (Peopleview, Peoplesoft)
* Volunteer for the RI Chapter of the American Red Cross
* Volunteer for Home and Hospice Care of New England
* Human Resources Management of Rhode Island (SHRM-RI)
* National Society for Human Resources Management (SHRM)
* American Society for Healthcare Human Resources (ASHHRA)